



CITY OF KRUM, TEXAS – JOB DESCRIPTION

Position Title:	Fire Marshal-PT	FLSA Status:	Non-exempt
Department:	Fire	Salary Range:	\$22.00-\$30.00/hr
Reports To:	Fire Chief	Last Revised:	May 2023

POSITION SUMMARY

Under the administrative direction of the Fire Chief, the Fire Marshal plans, directs, manages, supervises, coordinates, and participates in the activities and operations of the fire prevention division of the fire department including fire investigation, fire inspection, plan review, new construction inspection, and the public fire education program; coordinates assigned activities with other divisions, departments and outside agencies; responds to citizens' concerns and requests; and enforces city and state fire and safety laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspect commercial, industrial, education, state-licensed facilities, public buildings, and multi-family residential buildings for compliance with local, state, and national regulations by inspecting and testing for proper installation and operation of fire protection systems.
- Inspect re-model projects and new construction projects to ensure compliance with adopted codes, ordinances, and state and federal laws.
- Prepare clear and concise inspection reports in accordance with applicable codes and standards using computer software and other software used by the department.
- Demonstrate strong interpersonal skills and the ability to interact effectively with the general public, coworkers, and elected officials.
- Attend and complete all required training for this position to maintain certifications and department standards.
- Possess strong organizational skills, the ability to prioritize one's own work, and the capacity to accomplish projects on time.
- Ability to follow instructions, safety practices, and standard operating procedures in performing assigned tasks.
- Be able to analyze plans, specifications, calculations, and construction documents for buildings, processes, operations, and fire protection and detection systems and equipment to ensure compliance with applicable codes and standards in the city codes and ordinances.
- Assist with plan reviews as needed.
- Assist with fire investigations when requested.
- Assist with fire prevention education as needed.

ADDITIONAL DUTIES

Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Be of good moral character and integrity.
- Have knowledge and be able to interpret existing City and State codes, ordinances, laws, and regulations pertaining to building construction.
- Knowledge of City and department policies and operating procedures.
- Ability to follow instructions, safety practices, and standard operating procedures in performing assigned tasks.
- Possess strong organizational skills, the ability to prioritize one's own work, and the capacity to accomplish projects on time.
- Attend and complete all training required for this position and certifications.
- Have strong computer, verbal, and written communication skills.

MINIMUM QUALIFICATIONS

- High School Diploma/GED
- Valid Texas Drivers License

REQUIRED & PREFERRED CERTIFICATIONS

- TCFP Basic Fire Inspector II (required)
- NIMS ICS 100, 200, 700, 800 (required)
- TCFP Plans Examiner (preferred)
- TCFP Fire Investigator (preferred)
- TCFP Structural Firefighter (preferred)
- TDSHS ECA or higher EMS certification (preferred)

SUPPLEMENTAL INFORMATION

Must submit to and pass a pre-employment background check and drug test.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Krum provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the City of Krum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The physical demands described in this document are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION SIGNATURES

This job description is approved by the Finance Director and the Human Resources Director.

Director Signature

Date

Human Resources Signature

Date

Finance Signature

Date

By signing below, I, the employee, acknowledge that I have read and understood the requirements, essential duties, and expectations of this position.

Employee Signature

Date